

Children's Partnership Board

Terms of Reference

What is the Children's Partnership Board?

- A means by which local agencies come together to ensure effective collaboration in the development and delivery of services to children and their families.
- A sub-group of the county-wide Children and Young People's Trust
- A means by which local priorities can be influenced by local people

What is the purpose?

To drive and deliver effective multi agency working that safeguards and promotes the well-being of children and young people and improves outcome for families.

What are the key functions?

- To set a shared vision for children and young people in the area
- To ensure the delivery of the Children and Young People's Plan and develop local targets and local work plans
- To ensure and enable the effectiveness of prevention and early help arrangements
- To ensure effective and collaborative practice that safeguards children

What will they do?

- Identify and agree local priorities and develop locality action plan
- Monitor and review progress
- Share information and learning
- Understand levels of need and resources
- Report progress and risks
- Enable the participation of children and young people
- Promote the development of integrated working
- Enable local influence of county wide priorities
- Respond to direction from the CYP Trust and challenge from the LSCB
- Embed learning from reviews, inspection activity and audits in local practice.

What will this achieve?

- Improved outcomes for children, young people and families
- Multi agency policy and practice that safeguards and promotes the well-being of children and delivers good outcomes effectively
- More coherent service offer

- Engagement of families in shaping and influence service design
- Better alignment and use of resources
- Improved sharing of information
- Better understanding of needs, risks and opportunities

Governance

There will be five Children's Partnership Boards:

1. Fylde, Lancaster and Wyre
2. Burnley and Pendle
3. Rossendale, Hyndburn and Ribble Valley
4. Preston
5. Chorley, South Ribble and West Lancashire

Each Children's Partnership Board will:

- be primarily responsible to the Lancashire CYP Trust Board but accept dual accountability to the LSCB in respect of safeguarding issues
- establish working groups on a task and finish basis to address identified themes of work

Membership

All members will be from a senior leadership role within their organisation that will ensure they can either make resourcing decisions or can provide a perspective of the sector they represent.

Members of the Children's Partnership Board will include representation from:

- Children's Centre
- District Council
- Education - Primary School
- Education - Secondary School
- Education - Special School
- FE College
- Health - Clinical Commissioning Group
- Health - Provider
- Health - Public Health
- Job Centre Plus
- Lancashire Constabulary
- Lancashire County Council
- Lancashire Probation Trust
- Voluntary Community and Faith Sector
- Lancashire Safeguarding Children Board (participant observers)

Meeting Protocols

(a) Appointment of Chair and Deputy Chair

Appointment of Chairs and Deputy Chairs will take place every 12 months.

Any member of a Children's Partnership Board can be nominated for the role of Chair or Deputy Chair.

It should be recorded how nominations are sought and to ensure that they are properly proposed and seconded. It is important that this process is transparent and equitable and that all nominations are afforded consideration by Board members.

(b) Administration

Clerking arrangements for the Board will be undertaken by *(resources to be determined once the structure is agreed)*

Information, papers and agendas will be published on the Lancashire CYP Trust website <http://www.lancashirechildrenstrust.org.uk>.

All information included with notes, papers and agendas must comply with all relevant public information legislation.

Agendas and papers for meetings should normally be shared five working days before the meeting is due to take place.

Any member may suggest items for inclusion on the agenda, but the Chair will determine the content and structure of meeting agendas.

The notes of a meeting should be shared and published on the CYP Trust website as soon as is reasonably practicable (and usually within two weeks of the meeting).

(c) Frequency of Meetings

The Children's Partnership Boards will meet at least on a quarterly basis.

(d) Quorum

Children's Partnership Boards have no quorum, so it is essential that if a member of the Board cannot attend, an appropriate alternative representative is able to attend in their absence.

(e) Decision Making

Decision making within the Children's Partnership Boards is by consensus.

(f) Working/Sub Groups

There will be instances when it is appropriate for small sub groups to be established to deliver specific pieces of work on behalf of the Children's Partnership Boards, the LSCB or the Lancashire CYP Trust. Such groups should be disestablished once their purpose has been achieved.

(g) Conduct at Meetings

All partners are expected to behave appropriately and with good conduct and the Chair will ensure that individuals recognise these responsibilities. The Chair will have the final say on all matters.

(h) Conflict Resolution

If any dispute or difference arises between partner organisations the partners should collectively take reasonable steps to resolve it. The Chair is responsible for ensuring that conflicts are resolved.

Where matters remain unresolved the advice of the CYP Trust Manager should be sought.

(i) Declarations of Interest

All partners engaged with the Children's Partnership Boards are required to declare any interests which could influence the decisions they make.